Enviro Corp Pty Ltd is committed to protecting your personal information, This Privacy Policy for the website, <u>www.enviro-corp.com.au</u>, explains how we collect, use, and disclose your information. Enviro Corp Pty Ltd is bound by the Privacy Act 1988 (Cth), which sets out a number of principles concerning the privacy of individuals.

## Collection of your personal information

There are many parts of the site which can be viewed without providing personal information, however, for access to future customer support you are required to submit personally identifiable information.

## Why we collect personal information

We collect and use your information to:

- Sell, hire, deliver, administer, improve and personalise our services
- Process payments and credit checks (when required)
- To communicate with you
- Undertake marketing activities
- Recruit and assess future employees

#### How we disclose your information

On occasion, we may hire other companies to provide services on our behalf, including but not limited to customer support enquiries, processing transactions or freight shipping. Those companies will only obtain the personal information they need to deliver the service and Enviro Corp Pty Ltd takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations.

## Use of your personal information

For each visitor to reach the site, we collect the following non-personally identifiable information, including but not limited to browser type, version and language, operating system, pages viewed while browsing the Site, page access times and referring website address. This collected information is used internally for the purpose of evaluating visitor traffic and trends.

#### Accessing your personal information.

You have the right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons. Enviro Corp Pty Ltd reserves the right to charge a fee for searching for, and providing access to, your information on a per request basis.

# Security

We use all reasonable efforts to maintain physical, electronic and administrative safeguards to protect your personal information from unauthorised or inappropriate access. We restrict access to information about you to those Enviro Corp Pty Ltd employees who need to know the information to respond to your inquiry or request. Workers who misuse personal information may be subject to disciplinary action.

## **Queries**

If you have any questions about our Privacy Policy, the information we have collected from you online, or our information practices on this site, please email us at <u>admin@enviro-corp.com.au</u>

#### Or by mail or phone to-

Director Enviro Corp Pty Ltd Level 8, 25 Restwell Street Bankstown NSW 2200 Ph: 1300 980 612

By using this website you consent to the privacy practices described in this statement.